



Office of Human Resources  
HR Classification and Compensation Director - CA2995  
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### General Statement of Duties

Leads the development and administration of the City's Classification and Compensation programs, rules, rules revisions, projects, practices, and processes.

### Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The HR Classification and Compensation Director class is distinguished from the Executive Director of the Office of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

### Essential Duties

Leads and directs the Classification and Compensation Department, which includes setting priorities for strategic direction and overall improvement of service delivery, determining resources to be deployed on annually-identified short- and longer-term projects, and providing direction to and managing a high-performing, results-oriented team comprised of both professional and support staff.

Oversees and guides the annual execution of the external benchmarking of classifications and subsequent Pay Survey Market Analysis which occurs from October through December (fourth quarter). Presents recommendations to Career Service Board and City Council; supervises the ordinance process; ensures post-approval communications and adjustments are implemented according to ordinance requirements.

Leads, directs and oversees annual forecasting efforts for the next fiscal year's annual merit program. Develops and ensures adherence to timeline. Oversees development of merit allocation model; presents annually required rule revision to the Career Service Board.

Leads, manages and assures services of the day-to-day operations of the Classification and Compensation Department, including legal compliance with federal/state regulations, and the review, analysis, and recommendations for individual position audits, classification maintenance studies, and pay equity reviews, etc.

Oversees the administration of the prevailing wage ordinance as it pertains to OHR: oversees identification of current wages for identified classifications of work performed by City contractors; ensures contractor inquiries are responded to, that updated wages are presented to the Career Service Board according to schedule, and that the prevailing wage class booklet is updated with new classifications as needed per determination and partnership with the Auditor's Office.

Designs, recommends, and implements new or modified compensation programs.

Presents and/or oversees staff presenting classification changes to the Career Service Board. Supervisors ordinance process and ensures post-approval communications and implementation of approved changes.

Oversees team's participation in multiple annual compensation surveys and multiple annual salary budget surveys, participation in ad hoc surveys from other jurisdictions, as well as the design, administration, and data aggregation of City and County of Denver needed ad hoc salary surveys or special pay practice surveys.

Lead design, administration, and data aggregation for collective bargaining teams for all three negotiated collective bargaining agreements: Denver Police, Denver Fire, and Denver Sheriff's agreements.

Serves as a member of the Senior HR Leadership team.

Manages staff, determines staffing needs; selects, hires, acculturates, coaches, develops, and evaluates staff.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Manages budgets.

Handles workspace and equipment needs/issues.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title, and pay level of positions.

Knowledge of compensation principles and practices, annual pay survey practices, and market analysis techniques.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skill in managing budgets.

### Level of Supervision Exercised

Directs a human resources division by supervising managers, supervisors, and may supervise individual contributors.

### Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

### Experience Requirement

Ten (10) years of professional level human resources experience including five (5) years managing a human resources function.

### Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to long, irregular hours.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-17  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:** 11/27/2022  
**Revised By:** BM  
**Class History:** 7/27/2020 - Updated job title and Distinguishing Characteristics.  
11/27/2022 - Revised pay grade as a result of CN1746.